

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR LICENSURE

PROFESSIONAL LAND SURVEYOR

DOPL-AP-045 REV 03/13/2003

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Division desires to provide courteous and timely service to all applicants for licensure. To maximize its efficiency and level of service, the Division will process complete applications only. **A complete application includes all applicable supporting documents and fees.** The fees are for processing your application and will not be refunded. Failure to complete the application and supply all necessary information will delay processing and may result in denial of licensure. Please read all instructions carefully.

Address of Record: The address listed on the application will be your address of record. All correspondence from the Division will be sent to that address. It is your responsibility to directly notify the Division of any change in address.

Social Security Number: Your social security number is classified as a private record pursuant to Title 63, Chapter 2, Utah Government Records Access and Management Act (GRAMA). It is used as an individual identifier for our licensing database and for purposes of the child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements the requirements of 42 U.S.C. 666(a)(13). An application that does not include a social security number is incomplete and cannot be processed.

SUPPORTING DOCUMENTS AND FEES

If you are applying to take the PLS Examination in Utah, complete the following:

1. Submit a "Verification of Experience" form (attached to this application) documenting four (4) years of qualifying experience and transcript(s) documenting completion of the education requirements.

OR

Submit a "Verification of Experience" form (attached to this application) documenting eight (8)

years of qualifying experience.

2. Submit a "Request for Verification of Licensure" form (attached to this application) documenting your passing score on the NCEES FLS Examination, if you passed the NCEES FLS examination in a state other than Utah.

Request that the verifying state complete the form and mail or fax them directly to the Division or return them to you for submission with your application.

OR

Submit the original letter from Exporior documenting your passing score on the NCEES FLS examination, if you passed the examination in Utah.

3. Submit the original letter from Exporior documenting your passing score on the Utah Local Practice examination.
4. Submit a \$100.00 non-refundable application-processing fee.

Please Note: The application fee will increase to \$110.00 on July 1, 2003.

If you are applying for licensure as a professional land surveyor in Utah, complete each of the following requirements listed under either Option 1 or 2 below:

Option 1

1. Submit a "Verification of Experience" form (attached to this application) documenting four (4) years of qualifying experience and transcript(s) documenting completion of the education requirements.

OR

Submit a "Verification of Experience" form (attached to this application) documenting eight (8) years of qualifying experience.

OR

Submit a "Request for Verification of License" form (attached to this application) from another jurisdiction documenting 2 years of licensed experience.

Request that the verifying state(s) complete the form(s) and mail or fax them directly to the Division or return them to you for submission with your application.

2. Submit a “Request for Verification of License” form (attached to this application) documenting your passing score(s) on the NCEES FLS and PLS examinations, if you passed the NCEES FLS and PLS examinations in a state other than Utah.

Request that the verifying state complete the form and mail or fax them directly to the Division or return them to you for submission with your application.

OR

Submit the original letter(s) from Experior documenting your passing score(s) on the NCEES FLS and PLS examinations, if you passed the examinations in Utah.

4. Submit the original letter from Experior documenting your passing score on the Utah Local Practice examination.
5. Submit a \$100.00 non-refundable application-processing fee.

Please Note: The application fee will increase to \$110.00 on July 1, 2003.

Option 2 (endorsement)

1. Submit an “Endorsement Verification of Experience” form (attached to this application) documenting practice as a licensed principal in responsible charge for 5 of the last 7 years.
2. Submit a “Request for Verification of License” form (attached to this application) documenting licensure in another state(s) for 5 of the last 7 years.

Request that the verifying state(s) complete the form(s) and mail or fax them directly to the Division or return them to you for submission with your application.

3. Submit the original letter from Experior documenting your passing score on the Utah Local Practice examination.
4. Submit a \$100.00 non-refundable application-processing fee.

Please Note: The application fee will increase to \$110.00 on July 1, 2003.

ADDITIONAL IMPORTANT INFORMATION:

1. **Comity or Interstate Licensing:** Each state has authority or jurisdiction over professional land surveyors working in that state. The applicant is responsible for knowing the licensing qualifications and laws that apply to the profession for each state in which he/she expects to provide land surveying services.
2. **Current Documents:** Applications, statutes and rules may change from time to time. If you have not recently obtained any of these documents, you may want to contact the Division or visit our Internet site to verify that you have current versions.
3. **Utah Local Practice Examination:** Applicants for licensure must pass the Utah Local Practice Examination. Contact Experior, the Division's contractual testing agency, at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009 to register for the examination.

You may also purchase a study guide from Experior, which has been prepared to assist candidates taking the Utah Local Practice Examination. Refer to the "Candidate Information Bulletin" (attached to this application) for detailed examination registration information.

The following laws and rules are also available on the Internet at www.dopl.utah.gov:

- ☐ Division of Occupational and Professional Licensing Act
 - ☐ General Rules of the Division of Occupational and Professional Licensing
 - ☐ Professional Engineers and Professional Land Surveyors Licensing Act
 - ☐ Professional Engineers and Professional Land Surveyors Licensing Act Rules
4. **Requirements to take the NCEES FLS Examination:** You are permitted to apply directly to Experior at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009, to register for and pay the fee to take the NCEES FLS examination. Refer to the "Candidate Information Bulletin" (attached to this application) for detailed examination registration information.
 5. **Requirements to take the NCEES PLS Examination:** You must be pre-authorized by the Division in order to take the PLS Examination. To apply for pre-authorization, you must:
 1. Submit a complete application for licensure as a professional land surveyor to the Division.
 2. Upon receiving the letter of authorization from the Division, you must register with Experior to sit for the NCEES PLS Examination.

Note: Persons retaking the exam must contact Experior directly to register for the exam. You DO NOT need to contact the Division to retake the exam.

Following is the schedule for application to take this examination:

October Exam Schedule

- New applicants must submit a complete application to the Division by July 1 or by the end of the next business day if July 1 falls on a Saturday or Sunday.

April Exam Schedule

- New applicants must submit a complete application to the Division by December 31 or by the end of the next business day if December 31 falls on a Saturday or Sunday.

NOTE: You will be considered for the next scheduled examination only after the Division has received a complete application.

Do not wait until the application deadline to submit your application. Submit your application well before the application deadline so that if the Division notifies you of an incomplete application, you have time to complete the application before the deadlines listed above.

You must register for and pay the fee to take the NCEES FLS or PLS examinations. Contact Exporior at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009. Refer to the “Candidate Information Bulletin” (attached to this application) for detailed examination registration information.

Failure to meet deadlines: If for any reason you fail to meet the required deadlines, your application fee will not be refunded. You will be issued an authorization letter when your application is complete and you are judged qualified to register for the exam. You may then register to take the exam during the next scheduled time frame.

6. **Application Period for Examinees:** This application will be valid for 18 months after the date of the first examination for which you are eligible. After 18 months, this application will be denied as incomplete. Another complete application and fee must be submitted for authorization to take the examination after a denial.
7. **Examination taken prior to May 1, 2002:** If you took the examination prior to May 1, 2002, and you did not pass, you must now follow the current application instructions for a new applicant for examination.
8. **Examination study guides:** To obtain NCEES examination study guides, contact NCEES at (864) 654-6824, (800) 250-3196, or www.ncees.org.

9. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.

10. **Education Requirement:**

In order to complete the education requirements you must have an AA, BS, or MS degree in land surveying

OR

a bachelor or master's degree in a discipline related to land surveying and completion of a minimum of 22 semester hours or 32 quarter hours in land surveying. (See R156-22-301.)

11. **NCEES Council Record:** If you are currently licensed, the Division will accept the NCEES Council Record to document education, passing scores on the NCEES FLS and PLS examinations, verification(s) of licensure, and experience.

However, if you are applying by endorsement, the Division will not accept the NCEES Council Record to document your experience as a licensed principal for 5 of the last 7 years.

To obtain an NCEES Council Record, contact NCEES at (864) 654-6824, (800) 250-3196, or www.ncees.org.

12. **Transcripts:** The Division will accept an original transcript released to the applicant. Internet transcripts are not accepted. Include the transcripts with the application. Do not send the transcripts separately.

13. **Verification of Licensure:** You may use either the Utah "Request for Verification of License" form attached to this application or you may use the form provided by the state board providing the verification. The verification must include the following:

- ☐ Licensure status, including the original and expiration date of licensure
- ☐ Passing scores on the NCEES FLS and PLS examinations

14. **Qualifying Experience:** If you meet the education requirement you must document 4 years of qualifying experience. If you do not meet the education requirement, you must document 8 years of qualifying experience.

In order for your qualifying experience to be accepted, your experience must be verified by one or more licensed land surveyors who supervised your work or had personal knowledge of your work experience. Request the licensed land surveyor providing verification of your experience to return the "Verification of Experience" form to you for submission with your license application.

IMPORTANT NOTE: The Verification of Experience form will not be accepted without the stamp/seal of the verifying professional engineer and original signature and date of the verifying professional engineer written across the face of the seal.

OR

If you have been licensed in another state for more than two years, submit verification of licensure from that state.

15. **Licensure by Endorsement - Practice as a Licensed Principal in Responsible Charge for 5 of the Last 7 Years in a Recognized Jurisdiction:** If you are currently licensed in another state, but have not completed the NCEES FLS and/or PLS examinations, you may still qualify for licensure by endorsement by documenting your practice as a licensed principal in responsible charge for 5 of the last 7 years in another state. A licensed land surveyor who supervised your work, or who has personal knowledge of your knowledge, ability, and competence to practice land surveying, must verify your experience. Request the licensed land surveyor(s) providing the verification of experience to return the “Verification of Experience” form to you for submission with your license application.

Additionally, you must submit a “Request for Verification of Licensure” form documenting licensure for the past 5 of the last 7 years to waive the NCEES FLS and/or PLS examinations.

IMPORTANT NOTE: The Verification of Experience form will not be accepted without the stamp/seal of the verifying professional engineer and original signature and date of the verifying professional engineer written across the face of the seal.

16. **Seal Design:** The specifications for the seal are found in R156-22-701 of the Professional Engineers and Professional Land Surveyors Licensing Act Rules.
17. **License Number:** For official records, correspondence and use of the seal, you may use the first 6 or 7 digits of the license number located on your license.
18. **License Renewal:** All professional land surveyor licenses expire on December 31 of each even-numbered year.

Unlike many other states, Utah’s license renewal schedule **is not** based on the licensee’s date of initial licensure. Under Utah’s renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee’s first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Renewal information is disseminated to each licensee at the licensee's last known address, as provided to the Division, approximately three months prior to the expiration date shown on the license.

19. **Continuing education:** Each licensed professional land surveyor must complete a minimum of 24 hours of continuing education in each two-year renewal cycle, beginning January 1 of each even-numbered year.
20. **Temporary licenses** are not issued.
21. **Updating Address Information:** It is a licensee's responsibility to maintain a current address with the Division. If your address is incorrect, you will not receive renewal notices or other correspondence.
22. **Payments:** Make licensure fees payable to "DOPL."
23. **Mail Complete Application To:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

24. **Telephone Numbers:**
(801) 530-6628
(801) 530-6403
(801) 530-6551

(866) ASK-DOPL – toll-free in Utah
(866) 275-3675
25. **Fax Number:** (801) 530-6511

APPLICATION FOR LICENSE or CERTIFICATE or REGISTRATION

GENERAL INFORMATION

License/Certificate/Registration Applying For: _____

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Have You Ever Held A Utah License Before? Yes _____ No _____

If Yes, Name of Profession: _____

If Yes, License Number: _____

Gender (Male or Female): _____ Date of Birth: _____

MAILING ADDRESS

Street: _____

City: _____ State: _____ Zip: _____

County: _____

Telephone: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: _____

Approved By: _____

Date License/Certificate Denied: _____

Denied By: _____

Reason For Denial/Other Comments: _____

Reason For Denial/Other Comments: _____

I AM APPLYING TO: (Check only one.)

☐ take the PLS Exam.

☐ be licensed as a Professional Land Surveyor.

HANDS-ON FIELD SURVEYING AND OFFICE EXPERIENCE:

In accordance with R156-22-302(2) *Qualifying Experience for Licensure as a Professional Land Surveyor*, you are required to document two years of experience specific to field surveying with actual “hands-on” surveying and two years of experience specific to office surveying.

I certify that I have read and understand R156-22-302(2) and I meet the requirements as defined in the rule.

Signature of Applicant: _____ Date: _____

EDUCATION/EXPERIENCE: Indicate what track you completed. (Answer “yes” or “no.”)

_____ I completed 8 years of experience.

_____ I completed an AA, BS, or MS in land surveying. If “yes” include your transcripts.

_____ I completed a BS or MS in a discipline related to land surveying. If “yes” include your transcripts documenting a minimum of 22-semester hours or 32-quarter hours in the following courses and complete this section. If there is any question as to the relevance of the courses completed, you may be asked to submit course descriptions.

You must have completed at least one course in each of the following:

Boundary Law: Course No: _____ Sem/Qtr Hours: _____

Writing Legal Descriptions: Course No: _____ Sem/Qtr Hours: _____

Public Land Survey Systems: Course No: _____ Sem/Qtr Hours: _____

Surveying Field Techniques: Course No: _____ Sem/Qtr Hours: _____

You must have completed the remainder of the required hours in the following:

Photogrammetry: Course No: _____ Sem/Qtr Hours: _____

Survey Instrumentation: Course No: _____ Sem/Qtr Hours: _____

Global Positioning Systems: Course No: _____ Sem/Qtr Hours: _____

Geodesy: Course No: _____ Sem/Qtr Hours: _____

Control Systems: Course No: _____ Sem/Qtr Hours: _____

Land Development: Course No: _____ Sem/Qtr Hours: _____

Drafting:
(maximum of 6 sem/8 qtr) Course No: _____ Sem/Qtr Hours: _____

Course No: _____ Sem/Qtr Hours: _____

Algebra, Trig, Geometry:
(maximum of 6 sem/8 qtr) Course No: _____ Sem/Qtr Hours: _____

Course No: _____ Sem/Qtr Hours: _____

TOTAL HOURS: SEMESTER: _____

QUARTER: _____

PROFESSIONAL LAND SURVEYOR QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your patients or clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever been terminated from a position because of drug use or abuse?
10. _____ Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Questions continue on following page.)

11. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
12. _____ Have you ever been involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
13. _____ Have you ever been arrested for or charged with a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
14. _____ Have you ever been arrested for or charged with a felony in any jurisdiction?
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
16. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
17. _____ Have you ever been allowed to make a plea in abeyance for any criminal charge for which the charge was later dismissed?
18. _____ Have you ever been incarcerated for any reason in any federal, state, or county correctional facility or in any correctional facility in any other jurisdiction?

If you answered “yes” to questions 13, 14, 15, 16, 17, or 18 above, you must include with your application a copy of the police report, court docket, any probation/parole officer report, and a narrative of the circumstances that occurred for EACH and EVERY arrest and/or conviction.

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, the

Division may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: _____

Printed Name of Applicant: _____

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741

REQUEST FOR VERIFICATION OF LICENSE - PLS

TO BE COMPLETED BY THE APPLICANT:

Complete the first section of the form and submit it to the state that is verifying information for you. Request that the verifying state complete the form and return it to you for submission with your application. If a verifying state insists on submitting the verification directly to the Division, indicate that fact in the appropriate section of the application.

Applicant Name: _____

Street Address: _____

City: _____

State: _____ Zip: _____

I am requesting licensure in the state of Utah as a Professional Land Surveyor

I am/have been licensed in your state under the name _____

My social security number is _____

My date of birth is _____

My license number in your state is/was _____

I have enclosed the necessary license verification fee in the amount of \$ _____

Signature of Applicant: _____

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and provide it to the applicant in person or by mail. The applicant will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State/Agency: _____

Name of Licensee: _____

Classification of License Issued: _____

License Number: _____

Current Status: _____

Original Date of Licensure: _____ Expiration Date: _____

Continuously Licensed:

_____ Yes _____ No, please explain: _____

Examination Pass Record:

NCEES - FLS examination: Date Passed _____ Exam Score _____

NCEES - PLS examination: Date Passed _____ Exam Score _____

Other Exam: _____ Date Passed _____ Exam Score _____

Disciplinary Action: _____ No _____ Yes, please provide copies of all Petitions, Orders, etc.

Signature of State/Board Official: _____

Title: _____ Date: _____

(Seal Imprint of Stamp)

VERIFICATION OF EXPERIENCE – PLS

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

PART I: List the duties you performed during each work engagement or period of employment in the space provided. Copy and complete this form for each work period or work engagement.

Dates: From ____/____/____ to ____/____/____. Average hours worked per week: _____

Total Months of Land Surveying Experience Verified: _____

Company Name: _____ Job Title: _____

Name of Person Verifying the Experience: _____

Summary and Description: Applicant should make explicit statements, listing design work performed, listing and defining projects for which he/she had full or partial responsibility, and including statements of the extent and complexity of work performed.

Hands-on or Field Experience: _____

Office Experience: _____

PART II: TO BE COMPLETED BY THE LICENSED PROFESSIONAL LAND SURVEYOR WHO IS VERIFYING THE APPLICANT'S EXPERIENCE.

Review the description of the applicant's duties as provided by the applicant. Complete the information requested in Part II and return the completed form to the applicant for submission with his/her license application.

1. Is the applicant's description of his/her experience correct? YES____ NO____

2. Would you recommend the applicant be licensed as a professional land surveyor?

YES____ NO____ If no, please explain. Attach additional pages if necessary.

3. Did you supervise the applicant? YES____ NO____ If yes, in what capacity?

4. If you did not supervise the applicant, what is the basis of your knowledge of the applicant's knowledge, ability, and competence to practice? _____

Verifying Licensed Land Surveyor's Name: _____

Address of Verifying Land Surveyor: _____

Telephone Number: _____ Land Surveyor License Number: _____

State: _____ Issue Date: _____ Expiration Date: _____

I certify that the information contained in this document is true, complete, and accurate. I further certify that I understand that to falsify or withhold information may be unprofessional conduct and would subject my license to disciplinary action.

Signature of Licensed Professional

Land Surveyor Verifying the Information: _____

(Seal Imprint of Stamp)

Date of Signature: _____

NOTE: This form will not be accepted without the stamp/seal of the verifying professional land surveyor and original signature and date of the verifying professional land surveyor written across the face of the seal.

Division of Occupational & Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741

ENDORSEMENT VERIFICATION OF EXPERIENCE - PLS

APPLICANT'S NAME: _____

APPLICANT'S ADDRESS: _____

PART I: Document practice as a principal in responsible charge for 5 of the last 7 years in a recognized jurisdiction. A total of 60 months of qualifying experience must be documented. Copy and complete this form for each work period or work engagement. Request the professional land surveyor who is verifying your experience to fill out Part II and return the completed verification to you for submission with your license application. List the duties you performed during each work engagement or period of employment in the space provided.

Dates: From ____/____/____ to ____/____/____ Average hours worked per week: _____

Total Months of Land Surveying Experience Verified: _____

Company Name: _____ Job Title: _____

Name of Person Verifying the Experience: _____

Summary and Description: Applicant should make explicit statements, listing design work performed, listing and defining projects for which he/she had full or partial responsibility, and including statements of the extent and complexity of work performed.

Hands-on or Field Experience: _____

Office Experience: _____

PART II: TO BE COMPLETED BY THE LICENSED PROFESSIONAL LAND SURVEYOR WHO IS VERIFYING THE APPLICANT'S EXPERIENCE:

Review the description of the applicant's duties as provided by the applicant. Complete the information requested in Part II and return the completed form to the applicant for submission with his/her license application.

1. Is the applicant's description of his/her experience correct? YES____ NO____
2. Was the applicant a licensed principal in responsible charge of the organization's professional land surveying practice? YES____ NO____
3. Would you recommend the applicant be licensed as a professional land surveyor?

YES____ NO____ If no, please explain. Attach additional pages if necessary.

4. What is the basis of your knowledge of the applicant's knowledge, ability, and competence to practice? _____
-

Verifying Licensed Land Surveyor's Name: _____

Address of Verifying Land Surveyor: _____

Telephone Number: _____ Land Surveyor License Number: _____

State: _____ Issue Date: _____ Expiration Date: _____

I certify that the information contained in this document is true, complete, and accurate. I further certify that I understand that to falsify or withhold information may be unprofessional conduct and would subject my license to disciplinary action.

Signature of Licensed Professional

Land Surveyor Verifying the Information: _____

(Seal Imprint of Stamp)

Date of Signature: _____

NOTE: This form will not be accepted without the stamp/seal of the verifying professional land surveyor and original signature and date of the verifying professional land surveyor written across the face of the seal.